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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Southern Division

INSTRUCTIONS REGARDING THE USE AND PREPARATION
OF FORM ACP-57, RECEIPT FOR TREASURY CHECK

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I. Use of Form ACP-57.

Forms ACP-57, Receipt for Treasury Check, will be used by the county association treasurers in mailing agricultural conservation and price adjustment checks in cases where it is impracticable to deliver the checks personally and the correct mail addresses of the payees are known. Instructions of the Treasury Department require that checks which are mailed to individual payees in all cases be enclosed in special window envelopes, which are available upon request at any regional disbursing office.

Under no circumstances should a payee be required to give a receipt for a check before it is actually delivered to him.

II. Preparation of Form ACP-57.

The Treasury Department requires that a carbon copy of the name and address which the county office types on the Form ACP-57 be retained in the county office as evidence of the exact address to which the check has been mailed. Therefore a carbon copy of the data entered on Form ACP-57 by the county office should be made on ordinary blank paper and attached to the applicable copy of the continuation sheet of the Public Voucher on which the payment is listed, or filed alphabetically by name of the payee.

Form ACP-57 is to be filled out by the county office as follows:

- (1) Enter in the spaces provided in the upper right corner the administrative number, the check number, and the amount of the check from the applicable copy of the continuation sheet of the Public Voucher on which the payment is listed.
- (2) Enter in the blank space immediately below the space provided for the amount of the check, the names of the State and county, the farm serial number, and the program designation under which the payment is made. (For example: Texas, Dallas Co., A-198, 1939 ACP.)

(3) Enter in the box in the center of the form the full name and mail address of the payee. The address should be the last known regular mail address of the payee. If the address shown on the continuation sheet is incorrect or incomplete, it should be corrected to agree with the address placed on Form ACP-57.

(4) Enter on the reverse side of Form ACP-57, immediately following the words "Return to", the name and regular office address of the county association treasurer. This may be designated as "c/o County Agent".

(5) Enter on the applicable continuation sheet, opposite the name and address of the payee, the date of mailing the check. Insert the check and Form ACP-57 in the special Division of Disbursement window envelope, taking care to see that the name and address of the payee are visible through the transparent window.

(6) Upon receipt of Form ACP-57 signed by the payee, the slip of paper containing the payee's name and address may be destroyed. The executed Form ACP-57 should then be attached to the applicable continuation sheet or a notation made on such continuation sheet indicating that the receipt form has been received. In the latter case, Form ACP-57 should be filed by continuation sheet administrative number.

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